

ONE ORIGINAL AND EIGHT COPIES
OF THIS BID MUST BE SUBMITTED

Bidder submitting this Bid should check the appropriate box.

This is: ☐ The Original

This is: ☐ One of the Copies

THIS IS A TWO SIDED BID



Request for Proposal (RFP)

City of Columbus, Ohio

Purchasing Office

1st Floor, 50 West Gay Street

Columbus, Ohio 43215

614/645-8315

SOLICITATION NO.: SA 000406 JY

Coop Ends Date

Years Left

WINDOWS 2000 MIGRATION SERVICES

(Item)

TECHNOLOGY

(Department)

(Division)

Bid Opening Date and Time (due date and time)

MARCH 6, 2003 11:00 AM LOCAL TIME

NOTE: FAILURE TO RETURN THIS BID PROPOSAL INTACT MAY BE CAUSE FOR REJECTION.

Bid Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Federal I.D. No.

Contract Compliance No.

Contract Person

Phone No.

Fax No.

**FAILURE TO RESPOND MAY RESULT IN YOUR NAME BEING REMOVED FROM BID LIST.
RETURNING THIS PAGE ONLY MARKED "NO BID" COUNTS AS A RESPONSE.**

LEGAL NOTICE

PROFESSIONAL SERVICES Request For Proposal (RFP) Request for Statements of Qualifications (RFSQ)

Sealed proposals for the following item(s) will be received by the Purchasing Office at 50 West Gay Street, 1st Floor, Columbus, Ohio 43215, **until 11:00a.m. Local Time on MARCH 6, 2003** and at that time will be publicly opened and read. Proposals received after the time of opening will be returned to the offeror unopened. The City will not be responsible for late mail or other deliveries.

Envelopes must be plainly marked: TECHNOLOGY

PROPOSALS FOR WINDOWS 2000 MIGRATION SERVICES, PROPOSAL NO. SA 000406 JY in accordance with specifications on file in the Purchasing Office.

PRE-BID CONFERENCE scheduled:


**2:00pm – 4:00pm Friday FEBRUARY 21, 2003
Columbus Health Department Complex 2nd Floor Auditorium
240 Parsons Avenue
Columbus, Ohio 43215.**

**FOR COPIES AND QUESTIONS OF THE FOLLOWING BID PROPOSAL PLEASE ACCESS VIA
THE WEB AT: <http://www.columbus.gov/rfp/index.htm>**

Each proposal shall contain the full name and address of every person, firm or corporation interested in the same, and if a corporation, the name and address of the President and Secretary.

EQUAL OPPORTUNITY CLAUSE:

Each responsive bidder shall submit, with its bid, a contract compliance certification number or a completed application for certification. Compliance with the provisions of Article 1, Title 39, is a condition of the contract. Failure to comply with this Article may result in cancellation of the contract.

WITHHOLDING OF INCOME TAX: All bidders are advised that in  for a contract to bind the City, each contract must contain the provisions found in Section 361.34 C.C.C. with regard to income taxes due or payable to the City of Columbus for wages, salaries and commissions paid to the contractor's employees as well as requiring those contractors to ensure that subcontractors withhold in a like manner.

DELINQUENT PERSONAL PROPERTY TAX: All bidders are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful bidder, prior to the time the contract is entered into, will submit to the City Auditor the affidavit required by said section of the Ohio Revised Code. Said affidavit, when filed with City Auditor, is thereby incorporated into and made a part of this contract and no payment shall be made with respect to this contract unless such statement has been so incorporated as a part thereof.

LOCAL CREDIT: For all contracts except professional service contracts: In determining the lowest bid for purpose of awarding a contract not exceeding \$20,000.00, a local bidder shall receive a credit equal to five percent (5%) of the lowest bid submitted by a non-local bidder. In determining the lowest bid for purposes of awarding a contract in excess of \$20,000.00, a local bidder shall receive a credit equal to one percent (1%) or \$20,000.00, whichever is less, of the lowest bid submitted by a non-local bidder. A local bidder is a person, corporation or business which (a) has listed its principal place of business as being located within the corporation limits of the City of Columbus or the County of Franklin in official documents filed with Secretary of State, State of Ohio, or a valid vendor's license which indicates its place of business is located within the corporation limits of the City of Columbus or County of Franklin.

**JOEL S. TAYLOR
Finance Director**

cc: CITY CLERK(2)/FINANCE DIR./BUYER/FISCAL OFFICER/FILE

CITY BULLETIN ADVERTISEMENT DATES:

2/8/03 and 2/15/03

CONTACTS FOR INFORMATION CONCERNING THIS BID PROPOSAL

Solicitation No.: SA 000406 JY

Title: WINDOWS 2000 MIGRATION SERVICES

Department/Division or Agency: TECHNOLOGY

Contact the following individuals on
questions regarding:

	<u>NAME</u>	<u>PHONE NO.</u>
Specifications:	<u>SANDY ELSWICK</u>	<u>614.645.5428</u>
Procurement Coordinator:	<u>BOB KRULL</u>	<u>614.645.5740</u>
Delivery:	<u>SANDY ELSWICK</u>	<u>614.645.5428</u>
Payment:	<u>SHARON WINEL</u>	<u>614.645.5703</u>

Purchasing Office

	<u>NAME</u>	<u>PHONE NO.</u>
Procurement Specialist:	<u>JACK A. YOST</u>	<u>(614)645-6542</u>
Expediter:	<u>TONY LOGIUDICE</u>	<u>(614)645-8315</u>

Equal Business Opportunity Commission Office

For assistance with questions regarding **Contract Compliance**, telephone **(614)645-5448**.

Contact **Kaelyn Cocroft at (614)645-5449** for assistance from an Equal Business Opportunity Specialist.

EQUAL OPPORTUNITY CLAUSE

(1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

(3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the city.

(4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.

(5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.

(6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.

(7) The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.

(8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

ALL CONTRACTORS MUST HOLD A VALID CONTRACT COMPLIANCE CERTIFICATION NUMBER ISSUED BY THE EBOCO EXECUTIVE DIRECTOR.

For information regarding contract compliance or to receive an application, please contact the Equal Business Opportunity Commission Office at (614) 645-4764 or EBOCO@cmhmetro.net.

Applications are also available at the following locations:

<http://eboco.ci.columbus.oh.us/>

Bid Opportunity Fax Line (614) 645-6996 (Option 4)

INFORMATION FOR OFFERORS (RFP)

SPECIAL CONDITIONS

Special conditions included in the specifications, if inconsistent with provisions included in "Information for Offerors (RFP)", shall take precedence over any provisions in "Information for Offerors (RFP)" to the extent inconsistent.

PERSONAL EXAMINATION

Offerors are required to satisfy themselves by personal examination of the proposed contract documents and investigation of the conditions at the site of the work in order that they may be fully informed of the contract requirements, the conditions existing, and the difficulties likely to be encountered in the execution of the work.

SUBMISSION OF RESPONSE

Responses must be submitted as specified in this RFP and enclosed in a sealed envelope marked as specified in the legal notice. If the potential offeror does not wish to respond, the RFP document should be so marked and returned. Offerors are invited to be present at the opening of the responses.

All proposals and other material submitted in response to this Request for Proposal (RFP) become the property of the City of Columbus. The City may choose to retain or return these materials to the offeror, at the offeror's expense.

The City is not liable for any cost associated with the preparation of the proposal or any other costs incurred by any bidder prior to the execution of the contract. The rejection of any proposal in whole or in part, at its discretion, will not render the City liable for incurring any cost or damage.

If at any time prior to the closing date the invited offeror decides not to provide a proposal, the City will appreciate that a letter to that effect be supplied to the City prior to the deadline.

ACCEPTANCE AND REJECTION

This response submitted by the offeror to the City of Columbus will be accepted or rejected within a period of 180 days from due date. The City reserves the right to waive technicalities, and to cancel and renew the request on the required service. If more than one service, prices shall be quoted on the services requested. However, each service may be considered a separate offer and the City reserves the right to award a contract on each service separately or on all services as a whole or any combination thereof. Offerors whose proposal is made on an "All or None" basis must clearly state such fact in their written responses.

Each invitation for Bids, Request for Statements of Qualifications, and Request for Proposals issued by the City shall state that the Bid or Request may be cancelled and that any bid or proposal may be rejected in whole or in part when it is for good cause and in the best interests of the City.

WITHDRAWAL OF RESPONSE PROPOSALS

Offerors may withdraw their responses at any time prior to the time specified in the advertisement as the closing time for the receipt of responses. However, no offeror shall withdraw or cancel a proposal for a period of 180 calendar days after said advertised closing time for the receipt of the proposals.

INFORMATION FOR OFFERORS (RFP)

SIGNATURE REQUIRED

The responses must be signed in ink. If the offeror is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said response; if a partnership, indicate partnership name followed by the signature of one of the partners; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is other than the president, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.

DEFAULT PROVISION

In case of default by the offeror or the contractor, the City of Columbus may procure the articles or services from other sources and hold the offeror or contractor responsible for any excess costs occasioned or incurred thereby.

CONTRACT AND BOND

The offeror to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within ten days after receiving such contract for execution, and if specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if applicable), and performance bond (if applicable) shall be in the form herein specified.

If, at any time during the continuance of the Contract, any surety shall, in the opinion of the contracting agent of the City, become irresponsible, then said agent shall have the right to require additional and sufficient surety or sureties. The Contractor shall furnish the surety or sureties to the satisfaction of the said agent, within ten (10) days after notice. In default thereof the default provision herein shall apply.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where offerors are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of contract award, the offeror will assume full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The offeror shall be liable for any damages or loss to the City occasioned by negligence of the offeror (or his agent) or any person the offeror has designated in the completion of his contract as a result of his response.

Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

TAXES

The City, being a municipality, is tax exempt and will provide appropriate artifact upon request. Federal and/or State Taxes are not to be included in prices quoted. The successful offeror will be furnished an exemption certificate if needed.

PRICING

Offerors are to quote firm or fixed prices for the duration of any contract, which may be a result of the proposal unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the cost, the **UNIT PRICE** quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.

INFORMATION FOR OFFERORS (RFP)

DELIVERY

Time will be of the essence for any orders placed as a result of this response. Purchaser reserves the right to cancel such orders, or any part thereof, without obligations if delivery is not made within the time(s) specified. Delivery shall be made during normal working hours and to the destination shown on the proposal.

QUALITY

Unless otherwise stated by the offeror, the proposal will be considered as being in strict accordance with the specifications outlined in this RFP document.

SAMPLES

Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

CHANGES AND ADDENDA TO RFP DOCUMENTS

Each change or addenda issued in relation to this document will be on file in the Office of the agency requesting responses no less than five (5) working days prior to the scheduled RFP due date. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the RFP documents. Total RFP inquiry or specific item cancellations may be issued later than that time specified above.

REPUDIATION OF AGREEMENT

The liability of the City for repudiation of any agreement which might result from this request shall be limited to the difference between the market price at the time and place for tender of the service and the unpaid sales price together with any incidental damages, but less expenses paid in consequence of the breach by the City. The liability of the city shall not be measured by the profits or overhead of seller.

CONTRACT MODIFICATION

An agreement which may result from this request shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

DELINQUENT PERSONAL PROPERTY TAX

All offerors are charged with notice of Section 5719.042 of the Ohio Revised Code and agree that if this contract is awarded to them, the successful offeror, prior to the time the contract is entered into, will submit to the City, as directed, the affidavit required by that section of the Ohio Revised Code. Said affidavit, when submitted to the City, is thereby incorporated into this Contract unless such statement has been so incorporated.

Section 5719.042 of the Ohio Revised Code: After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer, a statement affirmed under oath, that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case that statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicated that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted. A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

APPLICABLE LAWS

INFORMATION FOR OFFERORS (RFP)

The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

REMEDIES

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

OFFERORS TERMS AND CONDITIONS

Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful offeror shall be notified as to which terms and conditions, if any, have been deleted or changed.

PUBLIC RECORDS REQUESTS

The City of Columbus, as a political subdivision of the State of Ohio, is subject to Ohio Revised Code Chapter 149, known as the Ohio Public Records Law. Consequently, the Offeror understands that ALL documents submitted in response to this RFP are considered public records and WILL be released when a public records request is made by news media, competitors, or other interested parties, in accordance with the law. If you contend that certain CLEARLY MARKED portions of your response constitute an exception to Ohio's public records law, you MUST submit your legal basis in support of that assertion with your response.

If a public records request is made for any portion of the documents that you have submitted and you have NOT clearly marked such documents as information constituting an exception to Ohio's public records law, your information will be released immediately.

If a public records request is made for such information and you HAVE clearly marked portions of your response as information constituting an exception to Ohio's public records law, AND you have submitted the legal basis supporting such claim, the City will release a redacted version of your information to the requestor and notify you that a request was made and that a redacted version of your response was released. Should the requestor indicate that the redacted version is not sufficient for their purposes, you then will be IMMEDIATELY responsible for obtaining an order from a Court of competent jurisdiction in Franklin County, Ohio enjoining release of your clearly marked information constituting an exception to Ohio's public records law.

If a public records request is made for such information and you HAVE clearly marked portions of your response as information constituting an exception to Ohio's public records law, but you have NOT submitted the legal basis supporting such claim, the City WILL RELEASE your information to the requestor and notify you that a request was made and that your response was released.

DO NOT mark your entire response/submittal as information constituting an exception to Ohio's public records law. If your entire response/submittal is so marked, the City of Columbus will not consider your offer.

INFORMATION FOR OFFERORS (RFP)

COSTS INCURRED FOR PROPOSAL SUBMISSIONS

The City is not liable for any cost associated with the preparation of the proposal or any other costs incurred by any offeror prior to the execution of the contract. The rejection of any proposal in whole or in part, at its discretion, will not render the City liable for incurring any cost or damage.

WITHDRAWAL OF PROPOSALS

If at any time prior to the closing date the invited offeror decides not to provide a proposal, the City will appreciate that a letter to that effect be supplied to the City prior to the deadline.

CITY IS TAX EXEMPT

The City, being a municipality, is tax exempt and will provide appropriate certification upon written request.

SAFETY REQUIREMENTS

Successful vendor shall at all times while performing duties, adhere to all rules of their particular industry, with regard to mandates by the Environmental Protection Agency (EPA) and/or Occupational Safety and Health Administration (OSHA), and any other regulation applicable to the circumstance.

NON-COLLUSION AFFIDAVIT

Each respondent is required to submit with his proposal an affidavit stating that neither he nor his agents, nor any other party for him, has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the Contract herein referred to, and further agreeing that no such money or regard will be hereafter paid. This affidavit must be on the form required, titled "Non-Collusion Affidavit."

INFORMATION FOR OFFERORS (RFP)

ADDITIONAL CONTRACT TERMS AND REQUIRED DOCUMENTS IN THE EVENT OF A CONTRACT

This section sets forth contract terms and the required contract documents that the successful offeror must execute following the award of the contract by the contracting authority.

PUBLICATIONS

The Contractor agrees to submit to the City's Contract Administrator all advertising, sales promotion, and other publicity matters relating to this Contract wherein the City's name is mentioned or language used from which the connection of the City's name therewith may, in the City's judgment, be inferred or implied. The Contractor further agrees not to publish, or use such advertising, sales promotion, or publicity matter without the prior written consent of the City except that may be required under law.

TERMINATION FOR CONVENIENCE

The City upon thirty days written notice may terminate this agreement at its convenience. The party providing goods or services shall be entitled compensation for goods provided or services rendered under the terms of this contract up to the date of notification of termination.

TERMINATION FOR DEFAULT

If either the City or the Contractor violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party written notice of such failure or violation. The responsible party shall give the other party written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party to the other party. The option to terminate shall be the sole discretion of the aggrieved party. If it determined for any reason the failure to perform is without the defaulting party's control, fault, or negligence, the termination shall be deemed to be a Termination for Convenience.

APPLICABLE LAW, REMEDIES

This agreement shall be governed in accordance with the laws of the State of Ohio. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio. The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under law.

ASSIGNMENT

This agreement may not be assigned or otherwise transferred to others by the contractor without the prior written consent of the City.

SAVE HARMLESS

Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys' fees resulting from claim, by third parties for any or all injuries to persons or damage to property arising from the acts or omissions of the Contractor, its officers, employees, agents, or Subcontractors in providing goods or services under the terms and conditions of this contract.

INFORMATION FOR OFFERORS (RFP)

SAVE HARMLESS DISCLOSURE OF PROPRIETARY INFORMATION

The Contractor agrees to indemnify and hold harmless the City of Columbus, Ohio and their respective officials, employees and other agents and representatives, against loss, claim, liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorneys fees to the extent permitted; by law, which may be incurred in connection with, or in any manner of any damage or loss arising from disclosure of proprietary information.

PROPRIETARY INFORMATION INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the City of Columbus, Ohio and their respective officials, employees and other agents and representatives, against loss, claim, liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorneys fees to the extent permitted; by law, which may be incurred in connection with, or in any manner of any damage or loss arising from disclosure of proprietary information.

CONFIDENTIAL INFORMATION

The director of the agency requesting proposals may choose to keep RFP information in confidence during the evaluation process and until the time a contract is executed. This information may include all proposal documentation, notes, including detailed prices, references, resumes, technical and cost information, etc. Thereafter, proposals and all submissions will become public information, as the City is subject to R.C. 149.43, the Public Records Act.

CONTRACTOR'S PROPRIETARY INFORMATION

Contractor acknowledges that the City is subject to chapter R.C.149.43, the State of Ohio Public Records Law. The City agrees to keep any information confidential except as otherwise required to be disclosed by law including but not limited to the contract.

INDEPENDENT CONTRACTOR STATUS

The Contractor shall perform its duties as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the City of Columbus. The Contractor shall pay when due all required employment taxes and income tax on any monies paid pursuant to the contract. Contractor shall acknowledge that the contractor and its employees are not entitled to unemployment insurance benefits unless the contractor or a third party provides such coverage and that the City does not apply for or otherwise provide such coverage. Contractor shall have no authorization, express or implied, to bind the City to any agreements, liability, or understanding except as expressly set forth in the contract. Contractor shall provide and keep in force worker's compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees and agents.

INFORMATION FOR OFFERORS (RFP)

PROTECTION OF CITY'S CONFIDENTIAL INFORMATION

The contractor shall acknowledge that some of the material and information which may come into its possession or knowledge in connection with the contract or its performance, may consist of confidential information, the disclosure of which to, or use by, third parties could be damaging. Therefore, access to information concerning individual recipients of the City's services to individual clients, among other items, shall not be granted except as authorized by law or agency rule. The contractor shall agree to hold all such information in strictest confidence, not to make use thereof for other than the performance of the contract, to release it only to authorized employees or subcontractors requiring such information, and not to release or disclose it to any other party. The contractor shall agree to release such information or material only to subcontractors who have signed a written agreement expressly prohibiting disclosure. The contractor shall further agree to either destroy or return all such information at the end of the term of the contract.

This section does not impose any obligation on the contractor if the information is: (1) publicly known at the time of disclosure; (2) already known to the receiving party at the time it is furnished to the contractor; (3) furnished by the City to others without restrictions on its use or disclosure; or (4) independently developed by the receiving party without use of the proprietary information.

WITHHOLDING OF CITY INCOME TAX

Pursuant to Section 361.34 Columbus City Codes, 1959: "Said Contractor hereby further agrees to withhold all City income tax assessment due or payable under the provisions of Chapter 361, Columbus City Codes for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City income tax assessments due under said chapters for services performed under this Contract."

WORKER'S COMPENSATION INSURANCE

The contractor shall take out and maintain, during the life of the contract, adequate worker's compensation insurance for all his employees employed at the site of the project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide worker's compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the contractor. The contractor shall furnish three (3) copies of the worker's compensation certificate showing that the contractor has paid his industrial insurance premium.

SIGNATURE AFFIDAVIT

To be completed if contractor is a corporation.

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT (SEE Page 3B)

Rev. 09/25/02

PUBLIC LIABILITY INSURANCE

The contractor shall take out and maintain during the life of the contract, such public liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by himself or any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance policy shall include the City as named insured. The contractor shall maintain coverage of the types and in the amounts specified below. Proof of such insurance coverage shall be evidenced by submitting a certificate of insurance. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement with the City as named insured.

The amount of such insurance shall be as follows:

Bodily Injury Liability:

Each Person	\$ 500,000.00
Each Accident	1,000,000.00

Property Damage Liability:

Each Person	\$ 500,000.00
All Accidents	1,000,000.00

Such insurance shall remain in full force and effect during the life of the contract.

Insurance may not be changed or cancelled unless the insured notifies the City in writing not less than thirty days prior to such change or cancellation. If any part of the contract is sublet, the contractor is responsible for the part sublet being adequately covered by insurance hereinabove described.

Contractor assumes all risk of loss and damage to the equipment provided unless loss or damage occurs at the time the operator and equipment are being operated for the purpose designated by the City and such loss or damages is caused by an act of the City or its employee which constitutes gross negligence or wanton misconduct.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

1.0 Scope, Predetermined Design Objectives and Classification

- 1.1 **Scope** –The City of Columbus, Ohio, Purchasing Office and Department of Technology (DoT) intends to pre-qualify consultants that respond to this RFP to assist in providing expertise in designing and implementing portions of Windows 2000 and Exchange 2000 within the City of Columbus.

The consultant services will design and implement the root domain, second level domain, Domain Name System (DNS), Active Directory (AD), Dynamic Host Configuration Protocol (DHCP), PKI, Exchange 2000 into the City of Columbus recommended Windows 2000 design (See Attachment 1). The consultant will work in close cooperation with DoT technicians and managers. The majority of the work completed will be performed at the City of Columbus. The consultant's work will commence immediately upon the contract bid award.

- 1.1.1 **Purpose** - The DoT Mission as it relates to the Windows 2000/Exchange 2000 implementation defined herein is:

- 1.1.1.1 To utilize technical and design consultants to mentor City technicians and management.
- 1.1.1.2 To provide leadership on Windows 2000 and Exchange 2000 technology related issues, and
- 1.1.1.3 To effectively design and implement the city's information technology infrastructure.
- 1.1.1.4 The DoT intends to supplement the City's internal IT department by partnering with private contractors who can provide the best quality staffing to assist in the design and partial implementation of the Windows 2000 and Exchange 2000 project.

- 1.1.2 **Background** - Columbus City Council founded The DoT under authority of ordinance number 1972-98 on July 26, 1998 to begin addressing complex information technology issues citywide. The Chief Technology Officer (CTO) was thereby established as the head of the new department and assigned the responsibility of managing the Information Services and Telecommunications Divisions. In the early part of 2001, most IT positions throughout the city were merged under the Department of Technology, making the enterprise approach much more compatible and feasible.

- 1.1.3 **Current Configuration** - The major Operating System is Windows NT 4.0 including several separate domains (approximately 10) with only 2-3 having a trust relationship and 5 separate Exchange 5.5 servers with limited intercommunication. Each domain currently has its own Administrators, who manage within its own domain. The City currently uses Windows Internet Naming Service (WINS) for name resolution. Some locations have implemented Dynamic Host Configuration Protocol (DHCP) while others are using static IP addresses. The majority of the network is connected via 100-mHz Fast Ethernet, while other remote sites are connected via T1, T3, 56K, dial-up, etc. The City has approximately 160 servers, 5,000 personal computers, which range from Windows 2000,

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

NT 4.0, Windows 98 & 95, and potentially 9,000 users. Currently, the City utilizes 3rd party software, legacy software and in-house custom applications, which resides on various operating systems including NT and Unix. (See Attachment 5)

- 1.1.4 **Objectives** - The overall DoT objective is to gain the expertise in design and partial implementation on the creation of the Empty Root Domain and the Second Level Domain, Active Directory, DNS, DHCP, PKI, and Exchange 2000. The City of Columbus has internal IT employees who will work along with the consultants to gain knowledge from the design and implementation and also be able to extend the implementation into other domains.
 - 1.1.4.1 Gain expertise in design of domain structures.
 - 1.1.4.2 Gain expertise in implementing the root domain and 2nd level domain, Active Directory, DNS, DHCP, PKI, and Exchange 2000.
 - 1.1.4.3 Learn how to extend the implementation into other domains.
- 1.1.5 **Benefits** – By migrating to Windows 2000 and Exchange 2000 the Department of Technology will make great accomplishments in reducing administrative cost, reducing the number of server's to be administered, establishing a citywide unified e-mail system, establishing a Public key infrastructure framework for centralized security administration, generating a secure e-government platform. Windows 2000 is Gigabit ready, which means Windows 2000 can deliver up to 25% better network throughput than Windows NT Server 4.0 and sustain close to 4 gigabit per second (Gbps) of data throughput. As a print server, Windows 2000 is capable of processing up to 3-times more pages per second when compared to Windows NT Server 4.0.
 - 1.1.5.1 Reduce administrative costs
 - 1.1.5.2 Reduce the number of server's to be administered
 - 1.1.5.3 Establish a citywide unified e-mail system
 - 1.1.5.4 Establish a Public key infrastructure framework for centralized security administration
 - 1.1.5.5 Generate a secure e-government platform
 - 1.1.5.6 Improve and sustain better network throughput
 - 1.1.5.7 Improve speed of print services
- 1.1.6 **Outcomes** – The Department of Technology is committed to delivering peak performance Information Services to its customers and to the Citizens of Columbus through best practices and a commitment to excellence. The DoT acknowledges Exchange 2000/Windows 2000 and Active Directory offer a common, strategic platform that will facilitate the standardization of City IT policy and practices and provide a solid foundation for growth in the twenty-first century.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 1.1.6.1 Delivery of peak performance to DoT customers and citizens
- 1.1.6.2 Utilize best practices and maintain excellent services
- 1.1.6.3 Offer a common strategic platform to facilitate the standardization of City IT policy and practices
- 1.1.6.4 Provide a solid foundation for growth in the twenty-first century

1.2 Predetermined Design Objectives:

- 1.2.1 **Active Directory** – AD design requirements will be based on recommended practices to ensure longevity, scalability, and high availability.
 - 1.2.1.1 Single Forest – multi-forest designs will not be considered.
 - 1.2.1.2 Forest Structure – a single tree Active Directory structure with a unified interior DNS namespace is considered ideal. If recommended in the final design, compelling administrative or business requirements must justify a multiple tree Active Directory structure.
 - 1.2.1.3 Sites – the final design will reflect the minimum possible Active Directory sites to reduce replication and administrative overhead.
 - 1.2.1.4 Schema – the final design will not require modifying the schema any more than necessary to accommodate the requested feature set, unless required to comply with business needs.
 - 1.2.1.5 Replication – the final design will keep network traffic to an absolute minimum.
 - 1.2.1.6 Domain Structure – the number of separate domains must be kept to a minimum. See Attachment 1
 - 1.2.1.7 Organizational Unit/Group Policy structure – the OU structure of the final design will reflect Department of Technology and, where applicable, City of Columbus business practices. Group Policy will reflect the security needs of the various business units serviced by the Department of Technology.
 - 1.2.1.8 Directory Services and Global Catalog – the Directory will be designed for secure, delegated administration balanced by ease of use for the end user. The Directory will be considered a business critical application and will be designed to reflect principles of fault tolerance and high availability.
 - 1.2.1.9 Enterprise Administration – members of the Enterprise Administrators group will require specialized, secure logon and activity auditing.
- 1.2.2 **DNS** – The domain namespace requirements will be based on best practices for interior domain name resolution in an Active Directory environment. The domain namespace has been tentatively designated as *columbus.gov*, a name the City has registered with nic.gov
 - 1.2.2.1 Replication – the design will require a minimum amount of network traffic for proper functionality and timely domain name resolution.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 1.2.2.2 Administration – the final design will require a minimum of direct operator intervention for proper functionality.
 - 1.2.2.3 Fault tolerance – the design will be resilient against misconfiguration, tampering, and DNS “poisoning”.
 - 1.2.2.4 Coexistence with external domain namespace – the design will take into account the external Internet use of the top-level domain name.
 - 1.2.2.5 Legacy support – the final design will interoperate seamlessly with a variety of Unix and third party platforms
- 1.2.3 Exchange 2000**
- 1.2.3.1 Integration with Active Directory – the Exchange 2000 design will reflect the business practices of the Department of Technology in such a way as to allow routine tasks to be delegated to non-administrative personnel.
 - 1.2.3.2 Reduce total cost of ownership - Develop a process to unify the City's 5 e-mail servers into a single citywide organizational e-mail system
 - 1.2.3.3 Define retention policy – With hardware in mind, develop a standard mailbox size limit, retention of deleted items, sent items and overall storage policy.
 - 1.2.3.4 Best Practices – define best practices for a standard configuration of Single Organization with multiple servers, including routing groups.
 - 1.2.3.5 Develop a migration strategy for upgrading Exchange 5.5 to Exchange 2000
- 1.2.4 Desktop Migration Strategy**
- 1.2.4.1 Process – document the process by which older desktop systems will be integrated seamlessly into the new environment. Suggest an efficient and economical desktop technology refresh schedule and lifecycle process.
 - 1.2.4.2 DHCP – the client environment will be migrating from statically assigned IP addresses to DHCP. Document the steps required to perform this migration on existing and legacy desktops. Suggest a strategy to move from a Class C subnet structure to Classless Internet Domain Routing (CIDR) where appropriate. Confer with Telecommunications employees to assure buy-in on all desktop-related matters that may impact network performance.
 - 1.2.4.3 Legacy Support – some legacy applications in use by the City of Columbus require security through a known, constant Internet Protocol address. Document a tracking procedure for migrating these systems to DHCP while maintaining legacy support.
 - 1.2.4.4 Security – design security policy profiles for Windows 2000/XP desktops in conjunction with Active Directory Group Policies based on City of Columbus and Department of Technology business requirements to ensure secure communications, high availability, fault tolerance, and timely software updates.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

1.3 Classifications: The consultant will provide the following professional services:

- 1.3.1 **PHASE ONE: Preliminary Study** – Study the existing Network Infrastructure to gather and validate details, and correct any misunderstanding of the existing network infrastructure in the City of Columbus. Document the findings in a report and produce a new network diagram/document to accurately reflect the existing network infrastructure, which will include current desktop environment, network printing, network architecture, Operating system administration, Wide Area Network and current applications.
- 1.3.2 **PHASE TWO: Conceptual Design** – In cooperation with DoT staff, provide for preliminary approval by DoT management, a written conceptual design including rough cost estimates. Describe the changes needed in the network infrastructure to improve the reliability of the network and critical IT systems. This will serve as a feasibility study for the project.
- 1.3.3 **PHASE THREE: Detailed Project Design** – The consultant will provide a detailed technical specification strategy for implementation of the following: Creation of the root domain, creation of the second level domain, Active Directory, DNS, Exchange 2000, PKI, DHCP and desktop migration. The Detailed Project Design shall include timelines, assigned staff and costs. The Detailed Project Design must meet DoT management approval prior to implementation.
- 1.3.4 **PHASE FOUR: Implementation Services** – This phase of the project shall be separated into specific tasks. The City of Columbus reserves the right to implement some or all of the specified tasks, including but not limited to: Creation of the root domain, creation of the second level domain, Active Directory, DNS, Exchange 2000, PKI, DHCP and desktop migration.
- 1.3.5 **PHASE FIVE: Maintenance and Support** – The City of Columbus would like to be able to contact the consultant after implementation of this project in the event problems were to arise or expert advice was needed. This would only be used on an “as needed” basis.

2.0 Applicable Publications -- To Be Proposed By The Offeror

If a service is regulated, publications or code should be referenced for each item classified in section 1.3. If there are no standards, publications, or codes applicable to the specifications, offerors should note “no applicable standards, publications or codes”.

- 2.1 Standards, Codes, and/or publications applicable to classification 1.3.1 **PHASE ONE: Preliminary Study** (if not applicable, state such under 2.1.1 below. Otherwise, list applicable standards and add sub points as required.

2.1.1

2.1.2

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

2.1.3

- 2.2 Standards, Codes, and/or publications applicable to classification 1.3.2 PHASE TWO: Conceptual Design (if not applicable, state such under 2.1.1 below. Otherwise, list applicable standards and add sub points as required.

2.2.1

2.2.2

2.2.3

- 2.3 Standards, Codes, and/or publications applicable to classification 1.3.3 PHASE TWO: Conceptual Design (if not applicable, state such under 2.1.1 below. Otherwise, list applicable standards and add sub points as required.

2.3.1 Not Applicable (OR)

2.3.2

2.3.3

2.3.4

- 2.4 Standards, Codes, and/or publications applicable to classification 1.3.4 PHASE THREE: Detailed Project Design (if not applicable, state such under 2.1.1 below. Otherwise, list applicable standards and add sub points as required.

2.4.1

2.4.2

2.4.3

- 2.5 Standards, Codes, and/or publications applicable to classification 1.3.2 PHASE FIVE: Maintenance and Support – (if not applicable, state such under 2.1.1 below. Otherwise, list applicable standards and add sub points as required.

2.5.1

2.5.2

2.5.3

3.0 Requirements

- 3.1 **PHASE ONE: Preliminary Study** – The consultant will study the existing network configuration.
- 3.1.1 **Assess Client Desktop** – Assess the current desktop environment and outline the steps necessary to migrate the client to Windows 2000 domain.
- 3.1.2 **Assess Network Printing** – Assess the current printing environment and outline the steps necessary for migration to Windows 2000 environment
- 3.1.3 **Assess Server Architecture** - Assess the current domain/server environment/hardware and outline the steps necessary for migration to Windows 2000 environment

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 3.1.4 **Assess current User Environment** – User accounts, drive mappings, shares, security permissions, login scripts, profiles, and policies.
 - 3.1.5 **Assess Wide Area Network (WAN)** – Assess the current WAN/LAN infrastructure and outline the steps necessary for migration to Windows 2000 environment
 - 3.1.6 **Assess Applications** – Assess the current third party applications, legacy software and in-house applications. Outline the steps necessary for migration to Windows 2000 environment.
 - 3.1.7 **Assess current Exchange configuration** -Asses current system administration practices and document “best practices” for e-mail administration. Assess current distributed e-mail servers and document “best practices” for a unified e-mail system. Assess current retention policies and document “best practices” for all related retention policies.
 - 3.1.8 **Assess Department of Technology Business Processes** – Assess current systems administration practices and document where these diverge from the goals of the Department of Technology and, where applicable, the City of Columbus. Suggest a strategy to align administrative practices with business goals using delegated authority through Active Directory design, Group Policies, and security groups.
 - 3.1.9 **Assess Training Needs** – Assess the training needs for the DoT staff that will be involved with the Windows 2000/Exchange 2000 Implementation.
 - 3.1.10 **Preliminary Study Review** – Review findings and make recommendations for necessary server, workstation, WAN/LAN, printing and application modifications to enable successful Windows 2000/Exchange 2000 migration.
- 3.2 **PHASE TWO: Conceptual Design** – The consultant will confer and collaborate with DoT staff to complete the Conceptual Design:
- 3.2.1 **Design a Desktop Migration Strategy** – Design and recommend a cost-effective desktop migration strategy for a transition from a Windows 9x, NT4, static Internet Protocol addressing, and WINS environment to a fully functional, high performance, secure Active Directory, DHCP, and DNS enabled platform using Windows 2000 and/or Windows XP as the primary user environment. Document the strategy to maintain maximum legacy and third party systems (9x, NT4, Solaris, HP/UX, UniSys) support in the new environment where required.
 - 3.2.2 **Design the Active Directory** – Design and recommend Active Directory utilizing best practices for the City of Columbus. This is to include, but not limited to, naming conventions, forest/tree/domain design, DNS design, OU structures and group policies.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 3.2.3 **Design Exchange 2000** – Design and recommend Exchange 2000 structure utilizing best practices for the City of Columbus. This is to include but not limited to server placement & function and administration/routing groups.
 - 3.2.4 **Training** – Recommend and provide training to DoT staff that will be involved with the implementation. The training shall consist of ‘hands on’ experience, transfer of knowledge and an Authorized Microsoft Technical Education Center (ATEC).
 - 3.2.5 **Proof of Concept Lab** – This lab will demonstrate and document findings from the Preliminary Study Phase, which will include implementation procedures, server build documentation, critical application testing, and all other testing needed for a successful implementation. Acceptance of the Proof of Concept Lab and test results are subject to approval of the DoT Project Manager. The lab will reside on the customer’s site.
- 3.3 **PHASE THREE: Detailed Project Design** – The consultant will provide written technical specifications, requirements, definitions and drawings, in coordination with DoT staff based on the predetermined requirements.
- 3.3.1 **Create a root domain** – Install and configure the City of Columbus’ Active Directory root domain.
 - 3.3.1.1 Hardware requirements:
 - 3.3.1.1.1 Three to five domain controllers
 - 3.3.1.1.2 Fault tolerant, midlevel systems
 - 3.3.1.1.3 Support servers (as required)
 - 3.3.1.2 Software requirements:
 - 3.3.1.2.1 Windows Server (preferred) or Advanced Server (as required).
 - 3.3.1.2.2 Root and Intermediate CAs using Certificate Services 2.0
 - 3.3.1.2.3 2 to 3 DNS servers
 - 3.3.1.2.4 At least one Exchange 2000 server
 - 3.3.1.2.5 Any number of Global Catalog servers consistent with the final design.
 - 3.3.1.2.6 Native mode Active Directory
 - 3.3.2 **Create second level domain** – This domain will house the majority of user and machine accounts and therefore the Organizational Unit structure of the City’s Active Directory domain. The second level domain will be the NT4 domain workstation, user, file/print, intranet, and Exchange 5.5 migration point.
 - 3.3.2.1 Hardware requirements: Best use of existing hardware presently dedicated to NT4 domains. Specify new systems as required.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

3.3.2.2 Software requirements

- 3.3.2.2.1 Windows Server (preferred) or Advanced Server (as required).
- 3.3.2.2.2 Two or more DHCP servers, designed with failover and load balancing as priorities.
- 3.3.2.2.3 Two WINS servers for legacy support
- 3.3.2.2.4 Mixed mode Active Directory
- 3.3.2.2.5 Intermediate or issuing Cas
- 3.3.2.2.6 Exchange target migration servers
- 3.3.2.2.7 Integration with Enterprise Management platform

3.3.3 **Active Directory** – AD design requirements will be based on recommended practices to ensure longevity, scalability, and high availability.

- 3.3.3.1 Forest Structure: Single forest.
- 3.3.3.2 Sites: Restrict site definitions to physical locations with minimum bandwidth.
- 3.3.3.3 Schema: Minimize modifications unless absolutely required. Assist City personnel in obtaining valid OID if schema changes are deemed necessary.
- 3.3.3.4 Replication: Design to minimize all replication traffic. Wherever possible, minimize management of replication traffic. Where minimizing network traffic increases replication management, favor decreasing replication management.
- 3.3.3.5 Domain Structure: (See attachment 1).
- 3.3.3.6 Organizational Unit/Group Policy structure: Design to fit the City's various business models. Wherever possible, design common machine and user Group Policies to be portable across domains.
- 3.3.3.7 Directory Services and Global Catalog: Integrate existing legacy databases with Active Directory. Minimize Global Catalog placement.
- 3.3.3.8 Enterprise Administration: Enhance security for Enterprise Administrators by use of smart card or biometric devices.

3.3.4 **DNS**

- 3.3.4.1 Replication: Minimize zone transfers by using Active Directory integrated DNS services.
- 3.3.4.2 Administration: Minimize or eliminate dependence on secondary zones. Use caching or slave servers for locations with narrow bandwidth.
- 3.3.4.3 Fault tolerance: No less than three DNS servers.
- 3.3.4.4 Coexistence with external domain namespace: Transparent name resolution (proxy support) between interior and exterior hosts.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

3.3.4.5 Legacy support: Ensure compatibility with various Unix platforms.

3.3.5 Exchange 2000

- 3.3.5.1 Integration with Active Directory: *see above*. Import directory information from legacy database systems.
- 3.3.5.2 Reduce total cost of ownership: Estimate use by 9000 users. Design to minimize downtime, management, and network traffic.
- 3.3.5.3 Define retention: Design backup procedures for quick recovery of mail items.
- 3.3.5.4 Best Practices: Define anti-virus, encryption, and key management procedures.
- 3.3.5.5 Develop a migration strategy for upgrading Exchange 5.5 to Exchange 2000

3.3.6 PKI

- 3.3.6.1 Future City e-government initiatives will rely heavily on Public Key Infrastructure for authentication, code signing, data encryption, and secure communications.
- 3.3.6.2 Design root, subordinate, and issuing CA servers.
- 3.3.6.3 Design a suggested Certificate Practice Statement.
- 3.3.6.4 Define Certificate Revocation List settings that can be used on both the Internet and the City's Internal network transparently.
- 3.3.6.5 Define delegated CA administration using access control lists.

3.3.7 DHCP

- 3.3.7.1 Although DHCP is considered part of the desktop migration strategy (see below) the proper design is vital to the functionality of the system as a whole.
- 3.3.7.2 Design DHCP for failover and fault tolerance using a baseline of 4000 client systems.
- 3.3.7.3 Suggest better use of subnets and/or CIDR than is presently deployed.
- 3.3.7.4 Suggest ways to accommodate APIPA (Automatic Private Internet Protocol Addressing) when DHCP servers are unavailable or unresponsive.
- 3.3.7.5 Consider deployment of DHCP forwarders for sites with low bandwidth.
- 3.3.7.6 Design DDNS updates around the DHCP servers for minimized network traffic.
- 3.3.7.7 Consider the use of DHCP enhancements for client configuration.

3.3.8 Network Printing

- 3.3.8.1 Design a network printing strategy that will allow both Global Catalog enabled and legacy clients to discover network-printing services seamlessly.
- 3.3.8.2 Design for fastest return-to-application time across platforms.
- 3.3.8.3 Design to support Unix systems as much as possible.
- 3.3.8.4 Include Internet printing support.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

3.3.9 Desktop Migration Strategy

- 3.3.9.1 Legacy: Migrating static to dynamic addressing (DHCP) by some automated method is preferred for legacy NT4 systems. Minimum desktop and site visitation is ideal. Include support of legacy applications that require strict IP address mapping for security assurance. Expand existing Class C subnets to take advantage of CIDR.
- 3.3.9.2 New Installs: Specify system software requirements for distribution of new Windows 2000 and/or Windows XP systems. Describe a baseline workstation software package and possible mechanisms for automatic updates.
- 3.3.9.3 Security: Design Active Directory Machine Group Policies to ensure secure operation of workstations.

3.4 **PHASE FOUR: Implementation Services** - The consultant will perform implementation for some or all of the items specified below in accordance with the approved design plans for the following:

- 3.4.1 Creation of the root domain
- 3.4.2 Creation of the second level domain
- 3.4.3 Implementation of Exchange 2000
- 3.4.4 DNS
- 3.4.5 Active Directory
- 3.4.6 DHCP
- 3.4.7 PKI
- 3.4.8 Desktop migration
- 3.4.9 Network Printing

3.5 **PHASE FIVE:** Maintenance and Support – The City of Columbus would like to be able to contact the consultant after implementation of this project in the event problems were to arise or expert advice was needed. This would only be used on an “as needed” basis. This could be billed on an “as needed” basis either by purchasing block hours or billed on an hourly rate per service needed. Please specify if the same technical person assigned to implementation would be responsible for support or if first available. Please specify response time.

4.0 **SAMPLING, INSPECTION, AND TESTING PROCEDURES** (How compliance with each of the requirements is to be measured)

- 4.1.1 The DoT project manager shall be responsible for continually monitoring the progress of the project and acknowledge completion at the end of each task. The Task Work Order form will be used to acknowledge sign-off for each task. See Attachment 4

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 4.1.2 Review meetings shall be held as required to confirm compliance at the completion of each milestone, which shall be determined by the DoT Project Manager. The City will provide the consultant written confirmation that all requirements have been met prior to moving on to the next milestone or phase.

5.0 Deliverables

- 5.1 Not Applicable

6.0 NOTES / COMMENTS

6.1 Proposal / Presentation Requirements

- 6.1.1 The **technical and cost proposals (in separate sealed envelopes)** and all copies (also separating technical and cost proposals) must be submitted by the date and time specified herein.
- 6.1.2 Original / Copies
 - 6.1.2.1 The offeror will submit a technical and cost proposal marked "original" and six (6) copies each marked as "copy".
 - 6.1.2.2 The original proposal and five (5) copies shall be bound with tabbed sections. *The sixth copy with tabs shall be submitted unbound.*
- 6.1.3 First Tabbed Section:
 - 6.1.3.1 A Cover Letter shall accompany the proposal and shall include a signature of the company representative who signs the proposal page, as authorized by the notarized signature affidavit submitted with the proposal.
 - 6.1.3.2 The Cover Letter shall include at least the following information:
 - 6.1.3.2.1 The names of the individuals involved in the preparation of the proposal and their relationship with the offeror.
 - 6.1.3.2.2 The name, title, address and telephone number of the individual to whom inquiries related to the technical and cost proposals should be directed.
 - 6.1.3.2.3 A statement confirming that the Offeror has sole and complete responsibility to perform the tasks and services described in Proposal.
 - 6.1.3.2.4 A list of all persons by name and address being officers or having interest in your company.
 - 6.1.3.2.5 A statement that the Proposals are valid for 180 days from the date it was submitted to the City.
 - 6.1.3.3 The Cover Letter may also include any information the offeror wishes to add in order to clarify any area of the proposal response.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.1.4 The second tabbed section shall include a complete unaltered copy of this entire RFP document including Attachments, Exhibits, and any Addenda.
- 6.1.5 Subsequent tabs will separate the various sections of the *Proposal Document*. The consultant should review the attached Evaluation Criteria table (5.3) and specifically provide the information necessary to assist the City in conducting its evaluation based upon each criterion and each individual associated measure.
 - 6.1.5.1 Provide a maximum of three (3) references of successful Windows 2000/Exchange 2000 implementations that have been performed by your company. Include company names, title, phone number, fax number, e-mail address. Provide the scale of the project and how similar it is to the scale of this project.
 - 6.1.5.2 The consultant must provide a Microsoft Project plan reflecting the fixed time in days or months for each of the tasks to be completed within each phase. Include number of human resources that would be assigned to each task.
 - 6.1.5.3 Maintenance and Support – The consultant must demonstrate the ability to supply continued maintenance and support, as needed, after implementation. Please specify all methods of support; the dollar amount, the method of contact, response time and the individuals that would be assigned.
 - 6.1.5.4 The consultant must provide training as a result of the award of the contract to the DoT staff involved with the implementation. Please provide all available training options that the consultant has to offer.
 - 6.1.5.5 The consultant must provide a description of the methodologies and deliverables associated with each service as classified in the following section of this RFP.
 - 6.1.5.5.1 Document your Active Directory (AD) design phase.
 - 6.1.5.5.2 Define recommended procedures for upgrading existing Exchange servers to Exchange 2000.
 - 6.1.5.5.3 Define procedures to ensure minimal impact on the users.
 - 6.1.5.5.4 Define procedures to ensure application compatibility.
 - 6.1.5.5.5 List equipment and/or tools used for a Windows 2000/Exchange 2000 implementation. Of these tools, list the tools that the City would be required to purchase and list the price.
 - 6.1.5.5.6 Compare and contrast the following implementation strategies from NT 4.0 Domains to Windows 2000 with Active Directory (be sure to add pros and cons) and provide a recommendation.
 - 6.1.5.5.6.1 Upgrade in place
 - 6.1.5.5.6.2 Parallel

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.1.5.5.7 Define procedures to implement Outlook Web Access via Internet/Intranet.
- 6.1.5.5.8 Define the procedures of migrating printers from Windows NT 4.0 to Windows 2000.
- 6.1.5.5.9 List issues in implementing Windows 2000/Exchange 2000, referencing, but not limited to:
 - 6.1.5.5.9.1 TCP/IP
 - 6.1.5.5.9.2 NetBIOS
 - 6.1.5.5.9.3 DNS
 - 6.1.5.5.9.4 Active Directory
 - 6.1.5.5.9.5 Domains
 - 6.1.5.5.9.6 Groups
 - 6.1.5.5.9.7 DHCP
 - 6.1.5.5.9.8 Logon scripts
 - 6.1.5.5.9.9 Exchange 2000 Routing Groups
 - 6.1.5.5.9.10 PKI
 - 6.1.5.5.9.11 DFS
 - 6.1.5.5.9.12 Legacy Platforms
- 6.1.5.6 The consultant must demonstrate the capability of undertaking such a project on a technical, individual and management levels, by providing a minimum of four references. These references must demonstrate that the consultant has undertaken similar projects. The references must include names, point of contact, address, telephone number, and email addresses for each contact. The references must agree to be interviewed by the City of Columbus through site visit or telephone and email conversation.
- 6.1.5.7 The consultant must provide the names, the profiles and availability of their employees that will be assigned to this project. These profiles must demonstrate the competency of such employees in undertaking this project. The City may accept or reject any of these employees based on their technical merits.
- 6.1.5.8 The consultant must demonstrate the ability to provide an equivalent number of qualified employees in case some or any of the originally assigned personnel leave the company or become unavailable to complete the project as planned.
- 6.1.5.9 Cost Proposal Document: The cost proposal shall be submitted on the form provided herein (See attachment 3). The Cost Proposal form will be used to determine the amount of funding the City will allocate to the overall Windows2000/Exchange 2000 Implementation Project. It will also be used to help determine the feasibility of implementation of each task within each phase.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.1.5.10 The City of Columbus encourages the participation of Minority and female owned business enterprises. Each bidder must identify any subcontractor(s) who are minority or female owned businesses (M/FBE's) as defined in Title 39 of the Columbus City Code along with the scope of work and anticipated cost. * This information is gathered and monitored by the Equal Business Opportunity Commission Office (EBCO). Please contact EBOCO (614) 645-4764 for assistance with identifying potential M/FBE subcontractors.

Equal Business Opportunity Commission Office
109 N. Front Street 4th Floors
Columbus, Ohio 43215
(614) 645-4764

*While the participation of minority and female owned businesses is encouraged the level of minority or female participation will not be a condition of the bid award.

6.2 General Contractual Requirements

- 6.2.1 Term: This Agreement begins upon the issuance of a Purchase Order and continues through completion of all specified services.
- 6.2.2 Performance and Surety Bond: Not applicable.
- 6.2.3 When the consultant receives a letter of award and Purchase Order, the consultant must provide a Microsoft Project plan within 10 business days, showing the fixed time in days or months for each of the tasks to be completed within each phase.
- 6.2.4 Independent Status of Contractor: The parties hereto, in the performance of this Contract, will be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- 6.2.5 Subcontractors: The Contractor may enter into subcontracts with third parties for its performance of any part of the Contractor's duties and obligations with prior written consent. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the City for any breach in the performance of the Contractor's duties. For purposes of this Contract, Contractor agrees that all Subcontractors shall be held to be agents of the Contractor, and the Contractor further agrees to hold the City harmless from acts or omissions of the Contractor's Subcontractors, their agents, or employees. The City shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of employee, occasioned by the acts or omissions of the Contractor's Subcontractors, their agents or employees.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.2.6 Consultant access to facilities for research, meetings, and other activities must be scheduled in advance and be conducted between the hours of 8:00 AM and 5:00 PM on Monday through Friday, except City Holidays (see Attachment 2).
- 6.2.7 Said work activities must be scheduled in advance with the DoT Project Manager or a designee that will be named by the DoT Project Manager in writing.
- 6.2.8 In the course of this project, the consultant shall recommend the best manufacturer of any required purchase that (1) fulfills the needs of the City, and (2) best accomplishes the proposed and approved solution.
- 6.2.9 The consultant must agree that all concepts, designs and documents including but not limited to drawings, reports, submittals, proposals, and literature, including all intermediate products and final products, soft (electronic) copies and hard copies, etc. are considered Works For Hire as defined in Title 17 of the United States Code, and shall be the exclusive properties of the City of Columbus.
 - 6.2.9.1 Any contract(s) issued pursuant to this solicitation shall be considered "work for hire" contracts (§ 201 (b)).
 - 6.2.9.2 All intellectual property rights, including copyrights, belong solely and exclusively to the City of Columbus, and the City of Columbus shall have the exclusive rights to use and exploit copyrights and licenses to the extent permitted by the United States Copyright Law and State of Ohio statutes.
 - 6.2.9.3 Works for hire shall not be disclosed without written permission of the Director of the Department of Technology.
 - 6.2.9.4 All works for hire following completion of the project shall be retained in the sole possession of the City and removed from the consultant's files, including all types of storage media.
 - 6.2.9.5 Upon completion of the final deliverable/milestone and prior to the City's issuance of the final consulting contract payment, the consultant will certify in writing to the City that it has returned all hard and soft-copy works for hire including but not limited to all drawings and documentation, and has removed said works from the consultant's files, including all types of storage media.
 - 6.2.9.6 The City will assume all responsibility for issuing and recovering City owned drawings and documentation to and from any/all construction contractors.
- 6.2.10 The consultant may be required to present their solution to the City's internal staff including City Council or any other City agency.
- 6.2.11 The consultant must make their staff available to answer any questions that might arise during this project.
- 6.2.12 The consultant must provide the name and resume of the people that will be helping on each of the services classified and described herein.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.2.13 The person assigned to the implementation phase should not be changed under any conditions except leaving the company or illness or at the request of the City. The consultant must provide hourly rate for this person. The City of Columbus does not guarantee the number of hours for this person, (i.e. they will be used as needed).
- 6.2.14 The City of Columbus may elect to check the police record of the assigned consultant employees. Upon request of the City, the Contractor shall withdraw any of the Contractor's employees on assignment to the City who is in the City's reasonable opinion, unsatisfactory for servicing the City's needs under this agreement. In all such cases, the Contractor agrees to assign a replacement employee who is acceptable to the City, as soon as possible.
- 6.2.15 All of the terms and conditions of this contract will apply to any and all of the contractor's employees assigned to replace or assist the employees initially assigned to this project.
- 6.2.16 This agreement shall require appropriation and authorization of funds by the Council of the City of Columbus solely in the event that total expenditures under this contract exceed \$20,000.00. Otherwise, the appropriation and authorization of funds shall be processed through issuance of a Purchase Order certified by the City Auditor.
- 6.2.17 Taxes: The City of Columbus, being a municipality, is tax exempt and will provide appropriate certification upon request.
- 6.2.18 Travel and other expenses: There will be no travel or other incidental expenses approved by the city as a part of this contract.
- 6.2.19 Withholding City Income Taxes: Pursuant to Section 361.34, Columbus City Codes, 1959: "Said contractor hereby further agrees to withhold all City Income Taxes due or payable under the provisions of Chapter 361, Columbus City Codes, for wages salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due under said Chapter for services performed under this Contract." (Ord. 1516-61.) In witness hereof, the authorized representatives of the parties hereto set their hands on the date indicated.
- 6.2.20 Fees: Fees shall be firm during the term of this contract.
- 6.2.21 Cost Proposal Document: The cost proposal shall be submitted on the form provided herein (See attachment 3). The Cost Proposal form will be used to determine the amount of funding the City will allocate to the overall Windows2000/Exchange 2000 Implementation Project. It will also be used to help determine the feasibility of implementation of each task within each phase.

If there is a discrepancy on the Cost Proposal Page between the Task Cost in figures and Task Cost in words, the Task Cost in words will prevail.

- 6.2.22 Payments - Termination:

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

- 6.2.22.1 The City will make payments based on negotiated milestones.
- 6.2.22.2 Payment shall be issued upon successful completion of each milestone within 30 days following:
 - 6.2.22.2.1 The City's receipt of a correct invoice, which designates the specific applicable charges, and
 - 6.2.22.2.2 Completion of all contracted tasks to the City's satisfaction per the terms of this contract.
- 6.2.22.3 The City will not be subject to any late payment charges.
- 6.2.22.4 The City will provide the consultant written acceptance of each Item priced separately on the Proposal. The consultant is thereby eligible to receive payment upon successful completion of the negotiated/predetermined milestone, or upon termination by the City for any reason other than the Contractor's neglect to perform work properly.
- 6.2.22.5 The consultant is not obligated to begin work on each subsequent Item until after receiving written acceptance of the previous task from the DoT Project Manager.

Before commencing a task, the consultant must complete the Task Order Form specifying procedures, schedules, staffing, labor/cost projection and deliverables for each task (see attachment 4). Before the execution of a task, the DoT Project Manager must approve the completed Task Order Form. Once a task is completed then said Task Order Form shall be signed off by the DoT Project Manager.

- 6.2.22.6 If the Consultant neglects to perform work properly, refuses or delays extensively to remedy any inferior quality workmanship, or in any manner fails to perform any provision of this contract, the City (after 10 calendar days written notice) may terminate this agreement and make good such deficiencies, deducting the cost thereof from any payment then or thereafter due the contractor. Delay of the City to terminate the agreement, shall not result in a waiver of any rights provided herein.
- 6.2.22.7 The City may at any time upon written notice to the Contractor, which notice shall specify that portion of the work to be terminated and the date said termination is to take effect, terminate (without prejudice to any right or remedy of the City) the whole or any portion of the work for the convenience of the City. The Contractor's sole remedy, in the event of such termination, will be payment for such portion of the work as is completed prior to the notice of termination.
- 6.2.22.8 The Consultant shall surrender to the City all property belonging to the City upon completion, termination, or cancellation of this Contract. All reference to the Contractor under this section shall

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

include any of its employees, agents, or subcontractors. The City may withhold any final payment due to the consultant until the consultant certifies to the City in writing that the consultant has returned all hard and soft-copy works for hire including but not limited to all drawings and documentation, and has removed said works from the consultant's files, including all types of storage media.

6.2.23 Invoices:

6.2.23.1 The City will advise the Contractor of any irregularities in a submitted invoice within 10 working days of its receipt.

6.2.23.2 The invoices shall include (but not be limited to) the following information:

6.2.23.2.1 Company name;

6.2.23.2.2 Date of invoice;

6.2.23.2.3 City Contract Number (Purchase Order);

6.2.23.2.4 Service description,

6.2.23.2.5 Sub-total and Grand-total of all costs;

6.2.23.2.6 Remittance information

6.2.23.3 Invoices shall be submitted to:

City of Columbus, DoT Invoice Manager
P.O. Box 2949
Columbus, Ohio 43216-2949

6.2.24 Confidentiality:

6.2.24.1 The Consultant and its employees, agents, and/or representatives will hold all items and knowledge in its possession as confidential, including but not limited to drawings, documentation, and personal knowledge of the City's computer network, as well as the use, purpose, and location of City facilities.

6.2.24.2 If either party or any of its representatives is required by law to disclose any Confidential Information, said party shall promptly notify the other party of such requirement prior to making the disclosure. Following such notice, the party required by law to make the disclosure shall have no liability to the other party. In the event of notification, the owner of the Confidential Information shall be responsible for protection of the Confidential Information.

6.2.25 Insurance:

6.2.25.1 The contractor shall take out and maintain, during the life of this contract, adequate worker's compensation insurance for all his employees employed at the site of the project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide worker's compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the contractor. The contractor shall furnish a copy of the worker's

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

compensation certificate showing that the contractor has paid his industrial insurance premium.

- 6.2.25.2 The contractor shall take out and maintain during the life of the contract, such public liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by himself or any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance policy shall include the City as named insured. The contractor shall maintain coverage of the types and in the amounts specified below. Submitting a certificate of insurance is required and shall evidence proof of such insurance coverage. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement with the City as named insured.
- 6.2.25.3 The amount of such insurance shall be as follows:
- 6.2.25.3.1 Bodily Injury Liability:
 - 6.2.25.3.2 Each Person \$ 500,000.00
 - 6.2.25.3.3 Each Accident 1,000,000.00
 - 6.2.25.3.4 Property Damage Liability:
 - 6.2.25.3.5 Each Person \$ 500,000.00
 - 6.2.25.3.6 All Accidents 1,000,000.00
- 6.2.25.4 Such insurance shall remain in full force and effect during the life of the contract. Insurance may not be changed or cancelled unless the insured and the City be notified in writing not less than thirty days prior to such change or cancellation. If any part of the contract is sublet, the contractor is responsible for the part sublet being adequately covered by insurance herein above described.
- 6.2.26 Applicable Law and Remedies: This agreement shall be governed in accordance with the laws of the State of Ohio. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.
- 6.2.27 Public Records Law: Pursuant to Article 8 Paragraph 1 of the Master Agreement, the Contractor acknowledges that the City is subject to chapter R.C.149.43, The State of Ohio Public Records Law and that this Contract shall be a public record as defined in this law.
- 6.2.28 Non-solicitation of City Employees: During the Term of this Agreement or any Schedule or Statement of Work attached hereto and for twelve months after the completion of said contract including any subsequent renewals or termination of the affected City employee, whichever is later, the contractor shall not directly solicit or offer employment to any of the City's personnel associated with this contract. In case of any breach of

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

this clause, the contractor shall pay compensation to the City of Columbus equivalent to 3 months of the new employee's gross salary.

- 6.2.29 Assignment: This agreement may not be assigned or otherwise transferred to others by the contractor without the prior written consent of the Technology Director. Said written consent will not be unreasonably withheld.
- 6.2.30 Equal Opportunity Clause:
- 6.2.30.1 The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
 - 6.2.30.2 The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that the contractor is an equal opportunity employer.
 - 6.2.30.3 It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the City.
 - 6.2.30.4 The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this Article, and with the regulations of the Contract Compliance Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
 - 6.2.30.5 The contractor will not obstruct or hinder the Executive Director or his deputies, staff and assistants in the fulfillment of the duties and responsibilities imposed by Article I, Title 39.
 - 6.2.30.6 The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontractor as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
 - 6.2.30.7 The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid certification number as provided for in Article I, Title 39.
 - 6.2.30.8 Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in cancellation of this contract. (Ord. 1178-95.)

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

6.2.31 Evaluation Process:

- 6.2.31.1 The City shall provide an evaluation team comprised of no less than three (3) team members to rank the offerors. The committee shall evaluate all proposals received and rank the offerors based upon the evaluation criteria specified in the RFP. The committee may select two or more of the highest qualified offerors with which to hold additional discussions. Offerors not selected for further discussions may be excluded from further consideration for the contract upon notification by the committee or city agency.
- 6.2.31.2 The discussions identified in this subsection may include, but are not limited to, presentations by the offerors to the committee to elaborate upon their qualifications, proposals, cost estimates and/or other pertinent information. The committee may permit revisions of proposals so long as all offerors who are selected for additional discussions are given equal opportunity to revise their proposals.
- 6.2.31.3 Based upon the content of the proposals received including any revisions thereto, and upon any additional discussions with the offerors the committee shall rank the remaining offerors based upon the evaluation criteria specified in the RFP.
- 6.2.31.4 The committee shall submit it's ranking of the offerors, along with a written explanation of the basis for the ranking, to the City administration. The ranking and written explanation shall become part of the contract file.
- 6.2.31.5 The city agency shall enter into contract negotiations with the highest ranked offeror. If negotiations fail, negotiations with this offeror shall be terminated, and the city agency may enter into contract negotiations with the next highest ranked offeror. This process may continue until a contract is successfully negotiated.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

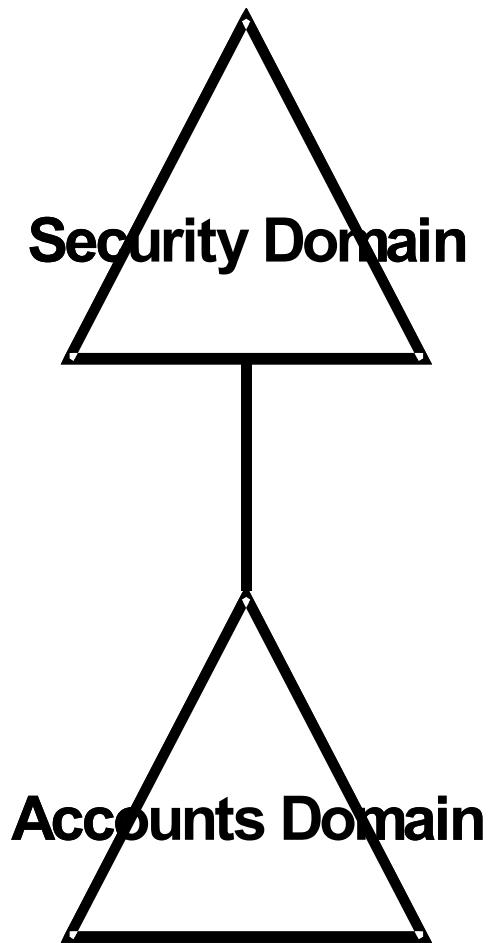
6.3 Evaluation Criteria: The following criteria will be used to evaluate proposals:

Criteria	Description	Weight
Competence	Technical training, education and experience of the offerors personnel who would be assigned to perform the work.	20%
Quality and Feasibility	The quality and feasibility of the offerors technical proposal.	25%
Ability	The ability of the offeror to perform the required service competently and expeditiously as indicated by the offerors workload and the availability of necessary personnel, equipment, and training.	20%
Past performance	Past performance of the offeror as reflected by the City agency, other City agencies, and other previous clients of the offeror with respect to such factors as quality of work, success in controlling costs, and success in meeting deadlines.	20%
Pricing Structure	The cost or pricing structure of the offerors proposal.	15%

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

Attachment 1



Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

Attachment 2

2003 CITY HOLIDAYS

January 1, 2002 - New Years Day
January 20, 2002 – Martin Luther King, Jr.
February 17, 2002 – Washington’s Birthday
May 26, 2002 – Memorial Day
July 4, 2002 – Independence Day
September 1, 2002 – Labor Day
October 13, 2002 – Columbus Day
November 27, 2002 – Thanksgiving Day
December 25, 2002 – Christmas Day

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

Attachment 3

City of Columbus
Department of Technology
Windows 2000/Exchange 2000 Implementation Project

COST PROPOSAL

To the Technology Director of the City of Columbus Ohio:

We (I) propose to furnish the following services at the prices and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

ITEM NO.	PHASE/TASK	EST. # OF DAYS	EST. # OF PEOPLE ASSIGNED	TASK COST IN FIGURES	TASK COST IN WORDS
1	PHASE I – PRELIMINARY STUDY				
1A	ASSESS CLIENT DESKTOP				
1B	ASSESS NETWORK PRINTING				
1C	ASSESS SERVER ARCHITECTURE				
1D	ASSESS CURRENT USER ENVIRONMENT				
1E	ASSESS WIDE AREA NETWORK (WAN)				
1F	ASSESS APPLICATIONS				
1G	ASSESS DoT BUSINESS PROCESSES				
1H	ASSESS TRAINING NEEDS				
1I	PRELIMINARY STUDY REVIEW				
1J	ASSESS EXCHANGE CONFIGURATION				
		TOTAL PHASE I			

The cost and hours listed above are maximums and are not to exceed this amount.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

Attachment 3 (Continued)

ITEM NO.	PHASE/TASK	EST. # OF DAYS	EST. # OF PEOPLE ASSIGNED	TASK COST IN FIGURES	TASK COST IN WORDS
2	PHASE II – CONCEPTUAL DESIGN				
2A	DESIGN A DESKTOP MIGRATION STRATEGY				
2B	DESIGN THE ACTIVE DIRECTORY				
2C	DESIGN EXCHANGE 2000				
2D	TRAINING				
2E	PROOF OF CONCEPT LAB				
		TOTAL PHASE II			

ITEM NO.	PHASE/TASK	EST. # OF DAYS	EST. # OF PEOPLE ASSIGNED	TASK COST IN FIGURES	TASK COST IN WORDS
3	PHASE III – DETAILED PROJECT DESIGN				
3A	CREATION OF THE ROOT DOMAIN				
3B	CREATION OF THE 2 ND LEVEL DOMAIN				
3C	IMPLEMENTATION OF EXCHANGE 2000				
3D	DNS				
3E	ACTIVE DIRECTORY				
3F	DHCP				
3G	PKI				
3H	NETWORK PRINTING				
3I	DESKTOP MIGRATION				
		TOTAL PHASE III			

The cost and hours listed above are maximums and are not to exceed this amount.

Technical Specifications

Design/Implement Windows/Exchange 2000 Environment

Attachment 3 (Continued)

ITEM NO.	PHASE/TASK	EST. # OF DAYS	EST. # OF PEOPLE ASSIGNED	TASK COST IN FIGURES	TASK COST IN WORDS
4	PHASE IV – IMPLEMENTATION SERVICES				
4A	CREATION OF THE ROOT DOMAIN				
4B	CREATION OF THE 2 ND LEVEL DOMAIN				
4C	IMPLEMENTATION OF EXCHANGE 2000				
4D	DNS				
4E	ACTIVE DIRECTORY				
4F	DHCP				
4G	PKI				
4H	NETWORK PRINTING				
		TOTAL PHASE IV			
		GRAND TOTAL FOR PROJECT			

ITEM NO.	PHASE/TASK	EST. # OF DAYS	EST. # OF PEOPLE ASSIGNED	TASK COST IN FIGURES	TASK COST IN WORDS
5A	PHASE V – Maintenance and Support				
		TOTAL PHASE V			

The cost and hours listed above are maximums and are not to exceed this amount.

Attachment 4

TASK ORDER FORM

The City of Columbus Department of Technology requests _____
_____ to utilize items listed below to ensure completeness of each task.

Task Request Approval:

Consultant's Signature: _____ Date: _____

Department of Technology Project
Manager's Approval: _____ Date: _____

TASK NAME: _____

TASK ITEM NUMBER: _____

The contractor will provide:

Technical Approach

- Defines the details of the methodology, procedures, hardware and software to be utilized; customization required, resources planned for such work, Contractor's role and responsibilities, and City's role and responsibilities.
- Addresses network issues and/or any applicable requirements

Detailed Gantt chart

- Provides both hardcopy and softcopy in Microsoft Project

Proposed Staffing

- Identifies the staff the company will use to implement the deliverables associated with the task order and the required man-hours

Subcontracting

- Defines the usage of any sub contractor(s) to support the task, including a detailed description of involvement, specific person to be used, and number of hours to be used.

Labor/Cost projection

- Hours and Task Cost not to exceed contract amounts (costs defined by Milestone and/or project completion)

Task Completion Approval:

Consultant's Signature: _____ Date: _____

Department of Technology Project
Manager's Approval: _____ Date: _____

Current Windows NT Environment

Domain Name:	Olympus	Water	Electricity	Rec & Parks	Development	Public Service*	FireNet
# of member Servers	74	13	4	3	2	17	2
# of DC:	10	5	2	2	6	5	5
# of e-mail servers	2	0	1	0	0	1	1
# of NT Accounts:	3446	51	96	556	211	30	573
# of e-mail accounts	2335	0		0	0	490	388
# of Pc's	1708	260	55	385	361	367	261
Total # of member Servers	115						
Total # of DC:	35						
Total # of e-mail servers	5						
Totals # of NT Accounts:	4963						
Total # of e-mail accounts	3213						
Total # of Pc's	3397						

* NOTE: PUBLICSERVICE is a resource domain of Olympus. Most users access PUBLICSERVICE resources and mailboxes using Olympus accounts.

PROPOSAL

To the Finance Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Prices are to be quoted F.O.B.:

Delivery: _____ calendar day(s) after receipt of order.

Terms: _____

Company Name or Bidder's Name: _____

Business Address of Bidder: _____

The full name and residence of all persons and parties interested in the foregoing bid are: (If a corporation, give the name and address of the president and secretary; if firm or partnership, the names and address of the members or partners.)

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____

Authorized Signature X _____ Title: X _____
(SIGNATURE MUST IN WRITING IN OTHER THAN BLACK INK) (TITLE MUST BE GIVEN)

Signature Affidavit

(To be filled in and executed if the contractor is a corporation.)

County of _____

State of _____

_____, being duly sworn, deposes and says that he/she is
(Name of Affiant)*

Secretary of _____

A corporation organized and existing under and by virtue of the laws of the

State of _____ and having its principle office at

(Number and Street) (City/State) (Zip Code)

Affiant further says that he/she is familiar with the records, minute books and

by-laws of _____ affiant further says

That _____ is _____
(Name of person signing proposal/contract) (Title)

Of the corporation, is duly authorized to sign the contract for _____

_____, for said corporation by virtue of

**(State whether a provision of by-laws or a resolution of the Board of Directors.
If by resolution, give date of adoption.)**

Signature of Affiant*

Sworn to before me this _____ day of _____, 20____.

Notary Public in and for

(County)

(State)

*Affiant must be someone other than the signer of proposal/contract.